

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-286J

OPEN PERIOD:

11/17/2010 – 12/1/2010

JOB TITLE:

Public Affairs Specialist

PAY GRADE AND SERIES:

GS-1035-11

PAY RANGE:

\$61,451 - \$79,883

POSITION LOCATION:

Sacramento, CA.

UNIT:

JFHQ - PAO

PDCN #:

Army: 70609000

Air: 80700000

Security Clearance Required:

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS**AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-7 through E-9 or O-1 through O-4.

Compatible Military Grade Assignment:

Army: MOS ENL 46A/Z; OFF 46A/X.

Air: AFSC 35XX, 3NXXX.

Key Requirements:Preferred:

- A college degree in journalism, speech communications or related field.
- Able to travel to assist with high-profile media events, respond to media queries in a professional and timely manner, provide media awareness support, public affairs guidance to troops, be able to provide in-depth training to CNG senior leadership and provide written, photographic and video products for prints or broadcast.

THIS IS A PERMANENT POSITION

This position is located in the Joint Force Headquarters – State, Personal Staff, Public Affairs Office (PAO). The primary purpose of the position is to assist the state's Public Affairs (PA) Officer at the strategic and operational level, with particular emphasis on developing segments of more complicated or sensitive communications campaigns and executing the National Guard Bureau's (NGB's) communication objectives.

THIS POSITION MAY BE CONCURRENTLY ANNOUNCED WITH VA 10-02-010A. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience in administrative, professional, investigative, technical, or other responsible work that demonstrates the applicant's skill in written and oral communication, analytical ability, and ability to deal effectively with others.

Public Affairs Specialist GS-1035-11: Must have 36 months of specialized experience involving the writing or manipulation of existing materials to motivate others to follow or accept a certain course or concept; experience that involves instructing others to understand information which was presented in a formal or structured setting such as media briefings, press calls, etc.; experience that involved performing consulting duties to a program function where the

applicant demonstrates to others the benefits of services provided, such as management analysis, etc.; experience in any number of staff positions which required analyzing basic functions and suggesting ways to improve operations such as marketing, research, etc.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Skill in producing written material using various methods to achieve understanding of various points of view by others.
2. Skill in presenting concepts or positions orally to achieve understanding of a point of view in a clear and logical manner to audiences of all levels.
3. Skill in establishing and maintaining effective working relationships with people having different interests to attain mutually beneficial objectives through print and broadcast media.
4. Skill in developing appropriate conclusions from varied and complex data determining the appropriate sources, gathering information, and interpreting information to arrive at conclusions and develop basic recommendations.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. (i.e., public relations, journalism, information processing science, communications, English composition or other course where primary emphasis is on writing skills).

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating of qualifications by this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

[FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK**](#)**

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (**mandatory**)
- **Air Force:** Copy of Records Review Report on Individual Person (RIP) within last 30 days;
****For applicants submitting a RIP - Please only include the pages that specify your current Rank/AFSC****
- **Army:** Copy of Personnel Qualification Record within last 30 days
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER